


1 DEC 1981

MEMORANDUM FOR: Chief, Classification Review Division
Chief, Information and Privacy Division
Chief, Records Management Division
Chief, Regulations Control Division

STAT FROM:


Executive Officer, OIS

SUBJECT: Five-Year Plan for the Office of Information Services

1. The attached long-range plan for OIS was formulated from the individual plans each Division submitted. There was consolidation where similar goals and objectives were submitted by more than one Division. I hope what we have is an overall OIS plan which we can use in meeting with the DDA to track our accomplishments and in seeking his assistance, where necessary, when we have problems.

2. Your individual submissions contained a great deal more detail than has been included in the overall plan. This will be useful during the quarterly meetings with the DDA. Tentatively, it is planned to formulate an agenda several days before each meeting. Each Division Chief will be expected to report on those objectives which are scheduled for completion by the time of the meeting, as well as progress and problems on those scheduled for completion at a later date.

3. Some of the completion dates are rather liberal, and if other, earlier dates have been agreed upon with the DIS or DDIS, that earlier date is the one by which completion will be expected.

4. If there are any changes which you believe are required in assumptions, goals, or objectives, please let me have them as soon as they arise. I would like to keep this plan current and dynamic, not just an exercise which is worked on at a given moment and then forgotten.

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Attachment:
As stated

OFFICE OF INFORMATION SERVICES

I. Introduction

This document is the first long range plan prepared by the Office of Information Services. It summarizes the goals of the Director of Information Services to meet the requirements levied on the Office and the activities which will be required to meet our expectations.

II. Assumptions

a. There will be increased utilization of information handling systems. The development of technology as applied to the management of information is rapidly advancing and must be understood and utilized to obtain the greatest advantage. There will be a greater need to provide expert guidance and assistance to records managers and information handlers at all levels throughout the Agency. To accomplish this function, the Agency will need a cadre of well-trained, professional records management officers to coordinate and implement information management programs in all components.

b. A new Executive order will be promulgated to replace E.O. 12065, which will make a systematic classification review program optional, and the Agency will opt not to continue its present program. In spite of this, there will continue to be a need to provide support to the systematic review efforts of other agencies, and to be involved in other review programs designed to protect against the disclosure or release of national security information.

c. There may be some changes in the Freedom of Information Act (FOIA), which, at least in time, may reduce the resources being devoted to this requirement. The Agency, however, will continue to receive and be requested to process requests under the Privacy Act (PA) and the mandatory declassification review provisions of the Executive order.

d. There will be a continuing need to manage an Agency regulatory system.

III. Goals

a. Continue development of the MI Career Sub-Group to provide opportunities for all members to attain their fullest potential through an effective career development program.

b. Maintain and refine the capability to respond in a timely, consistent manner, to requests for review or release of Agency information, as required by statute, Executive order, or Agency regulation.

c. Continue to develop and maintain a program of records management which provides for control over the creation, maintenance, use and disposition of all Agency records; develop and encourage the application of standards, procedures and techniques designed to improve the management of records; ensure the maintenance and security of records of permanent value; and facilitate the segregation and ultimate destruction of records of temporary value.

d. Enhance the procedures for administering the Agency regulatory system, including a uniform numbering system for all HR's, [] HHB's, [] and notices. Ensure its being current by updating all HR's [] on a continuing basis so that eventually no regulation is more than three years old.

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IV. Objectives

A1-Develop consistent policies for the recruitment, training, and assignment of personnel through a dynamic personnel management program, which will respond to the changing needs of the Office and the Agency. A training program designed to promote and maintain the highest standards of performance and to satisfy the specialized needs of the Agency will develop employee skills and enhance their potential.

A2-Revise and distribute to all careerists an updated Office Personnel Handbook.

A3-Refine training needs of the Sub-Group through preparation and distribution to all supervisors of a guide for assessing training needs.

A4-Work with OTE and ODP to develop additional training courses to meet Office requirements and to enroll a greater number of careerists in currently offered courses and in a timely manner.

A5-Develop a training profile for all careerists.

A6-Identify external training sources offering courses not available within the Agency and arrange for courses to be conducted both during and after working hours.

A7-Establish means of affording suitable training opportunities for careerists assigned to overseas locations through university extensions or correspondence courses.

A8-Develop and implement an aggressive office program to provide a clean and safe working environment.

B1-Produce in the systematic review program an average of 150,000 pages per month for a total of 1.8 million pages per year, while maintaining review standards.

B2-Complete the review of all approved OSS permanent records.

underway

B3-Obtain the DCI's certification for the continued classification of all documents input to the DARE system which retain classification.

Done thru calendar 198

B4-Inventory the non-paper holdings included in the permanent records to be systematically reviewed and establish procedures for the review of these categories of records.

Didn't get far

B5-Arrange for visits of teams of reviewing officers to the Presidential Libraries for the purpose of resolving mutual problems involving the release of information of interest to the Agency.

Underway

B6-Provide guidance for NARS to follow in its review and control of documents that are sensitive but have not been marked with a classification.

Done

B7-Continue to refine the procedures for a more consistent review of employees' manuscripts.

Working

Talk with Larry? { B8-Reorganize both CRD and IPD to make more efficient use of the personnel by grouping common responsibilities, to provide greater flexibility and a more even distribution of workload.

? CRD being reorganized but for different reasons

B9-Add more of the routine procedures to automated systems, saving processing time and providing better control over procedures.

Must look into

B10-Provide greater cross-fertilization between reviewing officers to improve professionalism and ensure more consistency.

Ties into B7

B11-Revise Agency rules and procedures for administering the FOIA and PA, as promulgated in the Federal Register.

B12-Update the FOIA/PA course curriculum.

B13-Hold an Agency-wide symposium on changes in the methodology for processing FOIA/PA requests.

B14-Enhance the automated term list and add more documents to the DECAL system to assist in processing requests.

C1-Complete the Headquarters records review which will involve updating records control schedules, reducing the retention period for temporary records, improving Agency filing systems, and reviewing the large collections of permanent records with a view to further reducing permanent holdings.

develop the capability to audit component information management practices at any point in the information life cycle on a regularly scheduled basis and to assist with remedial action where necessary.

C3-Continue the development of TRIS in cooperation with ODP through the preparation of a planning paper that will define the overall system.

C4-Maintain and refine those TRIS sub-systems already developed.

C5-Reactivate the Vital Records program and coordinate efforts with the Agency emergency planning program.

C6-Make greater progress in the reports management program, first to determine the number and types of administrative reports levied Agency-wide and, second, to work with the components to reduce redundancy and eliminate those that are unnecessary.

D1-Reconcile the numbering sequence of field and headquarters regulatory issuances. Begin with the regulations and follow with the notices and handbooks.

D2-Cyclical update of HR's and FR's at the three-year point.

D3-Install an NBI word processing system with interface to the ODP on-line VM facility for ETECS publications.

V. First Year Schedule

See Attachments

VI. Resource Implications

The fulfilling of numerous objectives within the time frame desired is going to require the acquisition of additional computer terminals and word processing equipment. Updating of terminals, word processing, and reproducing equipment presently in use will also be required. By FY 1984 an additional five word processors or new computer terminals with word processing capability will be required. If funds are available, we will attempt to acquire some word processors before that time.

While the total size of the Office will not change significantly over the next five years, adjustments in the allocations of positions, within the office, based on changing requirements will be required. The proposal for the utilization of positions freed when systematic classification review requirements were eliminated was presented in my memorandum "Planning for the Records Management Division," dated 17 August 1981 (OIS 81-6801).

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SUBMITTED:

[Redacted Signature]

30 NOV 1981

Acting Director of Information Services

APPROVED:

Deputy Director for Administration